



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

HEADQUARTERS, UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

IN REPLY REFER TO
OPNAVINST 1300.12
OP-093/MC-MPC
27 JUL 1984

OPNAV INSTRUCTION 1300.12

From: Chief of Naval Operations
Commandant of the Marine Corps

Subj: ADMINISTRATION OF PERSONNEL ASSIGNED TO BILLETS CODED WITH
FUNCTIONAL AREA CODE U (FAC U)

Ref: (a) OPNAVINST 1000.16E
(b) NAVMILPERSCOMINST 1611.1

Encl: (1) Checklist for FAC U Billet Personnel

1. Purpose. To establish policies and procedures and assign actions for the administration of personnel assigned to Functional Area Code (FAC) U billets.

2. Background. Functional area codes are described in detail in reference (a). In 1978, the Commandant of the Marine Corps (CMC) and the Chief of Naval Operations (CNO) entered into an agreement whereby a number of Navy medical officers assigned to U.S. Marine Corps claimancy would be cross utilized by a naval medical facility for the benefit of both services. These billets were designated FAC U. The program was necessitated by a number of factors, including the shortage of flight surgeons and general medical officers in the Navy, the high percentage of unfilled Marine Corps physician billets, and the number of Marine Corps billets in excess of peacetime requirements. The FAC U program also provides an opportunity to enhance the level of clinical proficiency of physicians assigned to Marine Corps activities.

3. Action

a. Commandant of the Marine Corps (CMC). Coordinates with the Director, Naval Medicine and Commander, Naval Medical Command concerning the annual review of FAC U billets.

b. Director, Naval Medicine. Participate, in conjunction with the Commandant of the Marine Corps and Commander, Naval Medical Command, in the annual review of FAC U billets.

c. Commander, Naval Medical Command (COMNAVMEDCOM)

(1) In consonance with the Director, Naval Medicine and the Commandant of the Marine Corps, annually review the number, grade, Naval Officer Billet Classification, Additional Qualification Designator AQD subspecialty code, and location of FAC U billets.

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(2) Provide funding for travel of FAC U incumbents for annual training and for recalls to meet operational or contingency requirements.

(3) Ensure that the designated naval medical facility and the Marine Corps command are within the same geographic region. Exceptions must be justified to the Naval Military Personnel Command.

d. Commander, Naval Military Personnel Command
(COMNAVMILPERSCOM)

(1) Orders directing officers to report to FAC U billets will require attendance enroute at Field Medical Service School (FMSS) for those officers who have not served in Fleet Marine Force (FMF) billets within the previous five years. For officers reporting to a naval medical facility in the same geographic region as the parent Marine Corps command the orders will direct the officers to report in person to the Marine Corps command for a minimum five day indoctrination. Officers assigned to a parent Marine Corps command which is not located in the same geographic region as the naval medical facility will be directed to report by letter for duty to the commanding general/commanding officer of the parent Marine Corps command and to report for additional duty to the commanding officer of the naval medical facility.

(2) Candidates for FAC U positions will be screened to ensure they are physically qualified for shipboard and FMF assignment, and meet the professional requirements of the billet to which assigned.

e. Commanding Officer, Naval Medical Facilities Having FAC U
Billets

(1) Enter FAC U incumbents on the activity diary, reflecting the individuals' additional duty status.

(2) Ensure that all FAC U incumbents complete and verify enclosure (1) at least annually.

(3) Ensure that the completed and signed original of enclosure (1) is inserted in each incumbent's service record and forward a copy to the parent Marine Corps command.

(4) Integrate FAC U incumbents into existing readiness training programs to the maximum extent possible.

(5) Provide routine administrative support to FAC U billet incumbents to include professional medical training opportunities, routine and special pay issues, PCS/RAD orders coordination, medical/dental and service record support, and all items listed in enclosure (1).

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(6) Prepare concurrent fitness reports on FAC U incumbents and forward those reports in accordance with reference (b).

(7) Ensure that FAC U billet incumbents are made aware of this instruction and local implementing directives.

(8) Provide sufficient resources to support one 12-day trip for each FAC U billet incumbent to his parent Marine Corps command per year for training.

(9) Issue travel orders as requested by the parent Marine Corps activity.

(10) Exclude FAC U billet incumbents from TAD assignments to other facilities or units, or assignment to Mobile Medical Augmentation Readiness Teams (MMARTs), fleet medical augmentation requirements, or other contingency/operational commitments.

(11) Publish local directives to outline personnel administration requirements concerning FAC U billets. A requirement to keep the parent Marine Corps command apprised of both anticipated and unforeseen changes in a FAC U incumbent's availability status must be explicit. Examples of pertinent information include, but are not limited to leave, TAD, admission to or discharge from the Sick List or hospitalization, or change in the incumbent's physical or professional qualifications to practice the clinical specialty required by the parent Marine Corps billet.

f. Commanding Generals/Commanding Officers of Marine Corps Commands Having FAC U Billets

(1) Enter FAC U incumbents on the Unit Diary, reflecting the individuals' additional duty status.

(2) Establish and aggressively maintain communication with FAC U incumbents, to ensure that they are made aware of all pertinent information concerning their parent command.

(3) Delineate requirements for individual and organizational field uniforms and clothing ensuring that billet incumbents are aware of the Navy Uniform Regulations requirement to procure requisite uniforms. See enclosure (1).

(4) Execute the responsibilities of a regular reporting senior relative to concurrent fitness reports in accordance with reference (b).

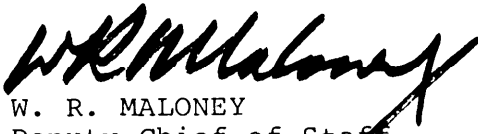
(5) Forward requests for assignment of personnel to unfilled FAC U billets to COMNAVMILPERSCOM.


(6) Coordinate requests for billet assignments and locations with COMNAVMEDCOM and COMNAVMILPERSCOM.

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(7) Request issuance of travel orders for FAC U personnel for one 12-day (exclusive of travel) training period per year, and for recalls to meet operational or contingency requirements, as necessary. A minimum of ten working days of training per year will be provided for each incumbent. Requests for orders will be directed, by letter or message, to the commanding officer of the appropriate naval medical facility, with information copies to CMC (MPC), COMNAVMILPERSCOM (NMPC-4415), COMNAVMEDCOM (MEDCOM-41), the affected NAVMEDCOM geographical command, and the appropriate FMF Commander (MED). Requests for orders will be made as far in advance of the requirement as feasible and must be specific concerning identification of the individual(s) required by name, grade, and social security number; pertinent billet sequence code(s); reason for the requirement (annual training, operational commitment, etc.); and inclusive dates, or beginning date and expected duration, of the requirement. Advance telephone liaison is strongly encouraged, but will not satisfy the requirement for a formal request.

g. General. All sponsoring and supporting activities and commands shall insure that all correspondence regarding the incumbent of a FAC U billet is provided to the affected commands, geographical NAVMEDCOM, COMNAVMEDCOM, CMC, and COMNAVMILPERSCOM.


W. R. MALONEY
Deputy Chief of Staff
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LEWIS H. SEATON
Director, Naval Medicine

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Stocked
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CHECKLIST FOR FAC U BILLET PERSONNEL ICO

RANK/RATE	NAME	SSN
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- () Member physically qualified for shipboard or FMF assignment.
- () Member is Dental Class 1 or 2.
- () Health record, including the dental portion, verified.
- () Service record verified.
- () Pay record folder verified.

Member possesses the following:

- () PHS 731 - International Certificate of Immunization
- () Medical warning tags
- () Personal identification tags
- () Baggage tags
- () Special Geneva Convention Identification Card (DD Form 1934)
- () Current identification card (DD Form 2N)
- () Member has immunizations required for alert forces. BUMEDINST 6230.1H (NOTAL)
- () Member requiring spectacles has two pair plus gas mask inserts. BUMEDINST 6810.4G (NOTAL)
- () Member has the minimum number of uniform items required. BUMEDINST 6440.1G (NOTAL)
- () Member advised to check insurance policies and determine that amounts are adequate and beneficiaries are correctly designated.
- () Member advised to make certain that allotments are registered to cover all financial obligation and to provide the family with money while away.

Member advised to check with legal officer concerning:

Enclosure (1)

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- () A valid last will and testament (e.g., proper number of witness signatures according to requirements of various states, etc.).
- () Power-of-attorney.
- () Joint bank account (with wife or next of kin).
- () Co-ownership of personal property such as car, stocks, bonds, real estate, etc.
- () Memo to next of kin regarding location of property or special instruments such as insurance policies, safe deposit box, tax receipts, deeds, etc.
- () Any other personal legal problems.

COMPLETED BY:

FAC U Incumbent Signature _____ Date _____

VERIFIED BY:

Command Signature _____ Date _____